

**Stevens, Mary**

**From:** Stevens, Mary  
**Sent:** Monday, November 14, 2011 12:41 PM  
**To:** Keller, Alvin  
**Cc:** Rand, Anthony; Tardiff, Judy  
**Subject:** requests from Chairman Rand because of Justice Reinvestment Act

Secretary Keller:

Chairman Rand has asked me to notify you of several requests that our agency has of the Department because of the Justice Reinvestment Act. We have been researching our needs and have determined that we will be greatly affected by the Justice Reinvestment Act regarding the number of cases that our staff will be responsible for. Our main areas of concern are the volume of cases that Commissioners/Analysts/Support staff will be handling daily as supervised releases increase (when classes F-I are added as post-release cases) and as reviews for violation/possible revocations increase (as releases on post-release supervision increase and as the added work processes of partial revocations and contempt of court reviews are factored in).

In 2010, the Commission reviewed for vote 6,354 inmates of which 2,680 were for post-release supervision and 3,674 were for parole. For the first 10 months of 2011 (from 1-1-11 until 10-30-11), the Commission has reviewed for vote 5407 inmates of which 2908 were for parole and 2499 were for post-release supervision. We are expecting through the Justice Reinvestment Act to have a net increase of 12,000 to 14,500 more inmate cases to review yearly. We are expecting this large increase to also result in much higher number of daily reviews for violation/revocation by the Commission. For the first 10 months of 2011, the Commissioners voted on 205 parole violation cases of which 53 parolees were revoked and 1426 post-release violation cases of which 333 were revoked. This indicates that the current revocation rate for parolees is 25% and for post-release cases is 23%. The Commission is already using the contempt of court work process for sex offender violators, which is increasing our number of revocation hearings with Commissioners as the hearing officer. We expect the work demands for ourselves and field staff to increase significantly as we add hearings for partial revocations of post-release supervision to our work process.

After consulting with Administrators within the Division of Community Corrections, we believe that our Yonkers Road building needs technology to allow for videoconferencing between jails/DCC offices/prisons of Commission revocation hearings. We propose this technology be put in the Commission's large conference room and we have offered to make this technology available to DCC Administrators for their use as well. We believe that this technology being placed close to both DCC Administrators and the Commissioners will be cost-saving to the Department as it relates to saving travel costs for Commissioners, parole officers etc and will be more time-saving to everyone. We expect to expand its use to other Commission work processes in the future such as MAPP negotiation hearings and we expect that DCC Administrators will find many uses for this technology being near them as well as they administer the Justice Reinvestment Act work demands across the state of North Carolina. Chairman Rand asks for your help in getting this technology brought to our building and to our work section as soon as possible.

Chairman Rand would also like your help in expanding our agency with involves us needing more staff, more space, and more finances. The Commission currently has 24 staff which includes 3 Commissioners, 1 Psychologist, 1 Administrative Officer, 10 Analysts (including 1 Lead Analyst) and 9 Support staff. We expect our staffing needs will require doubling of our analytical staff (9 additional Analysts and 1 additional Lead Analyst) and an increase of 12 additional support staff to be made over the next fiscal year (4 analysts and 4 support staff added 7-1-12, 3 Analysts and 4 clerical staff added 11-1-12, and 3 Analysts and 4 support staff added 3-1-13). We are currently identifying the start up costs for added staff and office supplies and technology and have so far projected the costs to set up an Analyst's office at \$4,506.77, a support staff's office at \$4,185.77, and a new office copier/scanner/fax machine at \$12,209.32 which includes a year's maintenance and 420,000 copies/prints which our agency normally uses each year. We are still identifying how our yearly costs would be affected by more staff (such as paper) and salaries but we are sure at this point that we will need more office space.

So far, we have space for 4 more staff if the Yonkers Road Building would put up walls and doors in one open space within our work section. We will need to expand outside our work section. Our nearest work agency is the

11/16/2011

Office of Victim Services, whose work space was previously occupied by the Commission about 10 years ago. In that hallway, there are offices that were designed for Analysts and worked well for our agency then. We ask for your assistance in helping us gain more space for our agency to meet our future needs.

Chairman Rand would like to discuss these issues further with you at your convenience. He wanted me to send you these numbers so that you would be aware of what we are facing and what our current needs are. Thank you for your consideration.

Mary Stevens  
Administrative Officer  
N.C. Post-Release Supervision and Parole Commission  
#919/716-3056 (office)  
#919/716-3987 (fax)

*\*\* Breaking the cycle of crime. No new crimes. No new victims. \*\**

*Our business is already picking up*

**Tardiff, Judy**

**From:** Stevens, Mary

**Sent:** Tuesday, January 10, 2012 1:26 PM

**To:** Adcock, Patricia; Adkins, Ernie; Bannerman, Brad; Belinotti, Lori; Bennett, Rickie R; Clarke, Aaron; Creech, Beth; Davis, Sylvia; Dunn, Renee; Fowler, Willis; Gregory, Karen; Jenkins, Monica; Jones, Diane; Lewandowski, Denis; Lowe, Roszena; McKay, Robert; Mitchell, Nicole; Rand, Anthony; Smith, Joy; Stevens, Mary; Tardiff, Judy; Tucker, Bronwyn; Wadsworth, Derrick; Wells, Anne; Wilder, Sarah

**Subject:** new post-release cases as a result of the Justice Reinvestment Act of 2011

It appears that we have received our first new post-release supervision case (a class H structured sentence) as the result of the Justice Reinvestment Act. The case is Lestanna McKinney #1253758. Analysts should review this case in OPUS and see if you understand why this case would be entitled to 9 months post-release supervision on 5-10-2012. This case does appear on the assigned Analyst's weekly SSA list for today since the case was audited by Combined Records yesterday. It is very important for Analysts to review in detail their SSA lists each week to watch for these new post-release cases which may have very little time to serve. The normal post-release work processes will apply in these cases. Please see me or Joy with any questions or concerns. Thanks.

Mary Stevens  
Administrative Officer  
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1/10/2012

# Justice Reinvestment Act Parole Commission Impact

## Commission Workload

	2010	2011	Estimated under Justice Reinvestment	Impact on Commission
Parole Cases	3674	3432		Triples work demand on PCA, Commissioners and clerical release staff
Post Release	2680	2933		
<b>Total Cases Presented</b>	<b>6,354</b>	<b>6365</b>	<b>20,854</b>	
Cases released- Parole	1703	998		Would need additional PCA and clerical staff
Post release	2680	2818		
<b>Total Releases</b>	<b>4383</b>	<b>3816</b>	12,000-14,500 additional yearly	
	*6/1/10- 12/31/10	2011	% Violations for releases in 2011	Impact on Commission
Parole violations reviewed	180	271	23% - Parole	12,000 – 14,500 additional cases would result in 5760 – 6960 additional violations a year
PR Violations Reviewed	983	1830	57% - PR	
Total Violations reviewed	<b>1163</b>	<b>2101</b>	48% - Total	
Paroles Revoked		67		
Post-Release Revoked		404		
<b>**Total Revocations</b>	<b>311</b>	<b>471</b>		

\*In June of 2010 the Commission instituted an automated violation system.

\*\*The current revocation rate is 25% for parolees and 23% for post-release cases. In addition, the Commission is using the contempt of court process for sex offender violations which is increasing the number of revocation hearings for the Commissioners.

**The Commission has requested the implementation of the technology for video conferencing for Revocation Hearings. This will save both time and money**

**Present Positions at Parole Commission:**

- 1 – Full time Chairman
- 2 – part-time Commissioners
- 1 – Psychologist
- 1 – Administrative Officer
- 1 – Lead Analyst
- 7 – Regular Parole Case Analysts – one slot is vacant at this time which brings the total to 8
- 1 – Part time Parole Case Analyst
- 1 – DWI Coordinator
- 3 – Administrative/Office Assistants (handle commission issues)
- 1 – Telephone Attendant Position (shared 2 part time employees)
- 3 – Clerical Staff (handle release paperwork)
- 2 – Clerical Staff (mostly type)

**Impact of Legislation on Commission Staff**

It is estimated that we would need to at least double our staff. We would need the following additional staff. The additional staff would be implemented over the 2012 – 2013 fiscal year:

Quantity	Position	Implemented	Implemented	Implemented
1	Additional Commissioner	1/1/2012		
2	Part Time Commissioner made full time	One Full time 7/1/2012	One Full Time 1/1/2013	
9	Additional Parole Case Analysts	3 added 7/1/2012	3 added 11/1/2012	3 added 3/1/2013
1	Additional Lead Analyst	1 added 7/1/2012		
12	Additional Clerical Staff	4 added 7/1/2012	4 added 11/1/2012	4 added 3/1/2013

The Commission would need additional office space, furniture, computers and equipment (such as copier/scanners).

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2011

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BILL DRAFT 2011-LL-165A [v.1] (10/25)

(THIS IS A DRAFT AND IS NOT READY FOR INTRODUCTION)  
1/3/2012 3:19:39 PM

Short Title: Restructure Parole Commission.

(Public)

Sponsors: Representative.

Referred to:

1 A BILL TO BE ENTITLED  
2 AN ACT TO RESTRUCTURE THE POST-RELEASE SUPERVISION AND PAROLE  
3 COMMISSION.

4 The General Assembly of North Carolina enacts:

5 **SECTION 1.** Effective January 1, 2012, G.S. 143B-267 reads as rewritten:

6 **"§ 143B-267. Post-Release Supervision and Parole Commission – members; selection;  
7 removal; chairman; compensation; quorum; services.**

8 Effective August 1, 2005, the Post-Release Supervision and Parole Commission shall  
9 consist of one full-time member and two half-time members. The three members shall be  
10 appointed by the Governor from persons whose recognized ability, training, experience, and  
11 character qualify them for service on the Commission. The terms of office of any members  
12 serving on the Commission on June 30, 2005, shall expire on that date.

13 Effective January 1, 2012, an additional full-time member shall be appointed by the  
14 Governor from persons whose recognized ability, training, experience, and character qualify  
15 them for service on the Commission, and the Post-Release Supervision and Parole Commission  
16 shall consist of two full-time members and two half-time members. The additional member  
17 appointed January 1, 2012, shall serve a term expiring December 31, 2014, and a successor  
18 shall be appointed as provided in this section. The term of the member serving as chair of the  
19 Commission on January 1, 2012, shall expire on December 31, 2014, and a successor shall be  
20 appointed as provided in this section.

21 The Except as otherwise provided in this section, the terms of office of persons appointed  
22 by the Governor as members of the Commission shall be for four years or until their successors  
23 are appointed and qualify. Any appointment to fill a vacancy on the Commission created by the  
24 resignation, removal, death or disability of a member shall be for the balance of the unexpired  
25 term only.

26 The Governor shall have the authority to remove any member of the Commission from  
27 office for misfeasance, malfeasance or nonfeasance, pursuant to the provisions of G.S.  
28 143B-13. The Governor shall designate a member of the Commission to serve as chair of the  
29 Commission at the pleasure of the Governor.

30 The granting, denying, revoking, or rescinding of parole, the authorization of work-release  
31 privileges to a prisoner, or any other matters of business coming before the Commission for  
32 consideration and action shall be decided by majority vote of ~~the full Commission.~~ a three-  
33 member panel of the Commission appointed by the chair.



\* 2 0 1 1 - L L - 1 6 5 A - V - 1 \*

1 The members of the Commission shall receive the salary fixed by the General Assembly in  
2 the Current Operations Appropriations Act and shall receive necessary travel and subsistence  
3 expenses in accordance with the provisions of G.S. 138-6. Notwithstanding any other provision  
4 of law, the half-time members of the Commission shall not be subject to the provisions of G.S.  
5 135-3(8)(c).

6 All clerical and other services required by the Commission shall be supplied by the  
7 Secretary of Public Safety."

8 **SECTION 2.** Effective July 1, 2012, G.S. 143B-267, as rewritten by Section 1 of  
9 this act, reads as rewritten:

10 **"§ 143B-267. Post-Release Supervision and Parole Commission – members; selection;  
11 removal; chairman; compensation; quorum; services.**

12 Effective August 1, 2005, the Post-Release Supervision and Parole Commission shall  
13 consist of one full-time member and two half-time members. The three members shall be  
14 appointed by the Governor from persons whose recognized ability, training, experience, and  
15 character qualify them for service on the Commission. The terms of office of any members  
16 serving on the Commission on June 30, 2005, shall expire on that date.

17 Effective January 1, 2012, an additional full-time member shall be appointed by the  
18 Governor from persons whose recognized ability, training, experience, and character qualify  
19 them for service on the Commission, and the Post-Release Supervision and Parole Commission  
20 shall consist of two full-time members and two half-time members. The additional member  
21 appointed January 1, 2012, shall serve a term expiring December 31, 2014, and a successor  
22 shall be appointed as provided in this section. The term of the member serving as chair of the  
23 Commission on January 1, 2012, shall expire on December 31, 2014, and a successor shall be  
24 appointed as provided in this section.

25 Effective July 1, 2012, the half-time member who was first appointed to the Commission in  
26 2005 and reappointed February 13, 2011, shall begin serving as a full-time member of the  
27 Commission, and the Post-Release Supervision and Parole Commission shall consist of three  
28 full-time members and one half-time member. That new full-time member shall serve a term  
29 expiring June 30, 2015, and a successor shall be appointed as provided in this section.

30 Effective January 1, 2013, the half-time member who was appointed to the Commission on  
31 November 2, 2009, shall begin serving as a full-time member of the Commission, and the Post-  
32 Release Supervision and Parole Commission shall consist of four full-time members. That new  
33 full-time member shall serve a term expiring December 31, 2015, and a successor shall be  
34 appointed as provided in this section.

35 Except as otherwise provided in this section, the terms of office of persons appointed by  
36 the Governor as members of the Commission shall be for four years or until their successors are  
37 appointed and qualify. Any appointment to fill a vacancy on the Commission created by the  
38 resignation, removal, death or disability of a member shall be for the balance of the unexpired  
39 term only.

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41 office for misfeasance, malfeasance or nonfeasance, pursuant to the provisions of G.S.  
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43 Commission at the pleasure of the Governor.

44 The granting, denying, revoking, or rescinding of parole, the authorization of work-release  
45 privileges to a prisoner, or any other matters of business coming before the Commission for  
46 consideration and action shall be decided by majority vote of a three-member panel of the  
47 Commission appointed by the chair.

48 The members of the Commission shall receive the salary fixed by the General Assembly in  
49 the Current Operations Appropriations Act and shall receive necessary travel and subsistence  
50 expenses in accordance with the provisions of G.S. 138-6. Notwithstanding any other provision

1 of law, the half-time members of the Commission shall not be subject to the provisions of G.S.  
2 135-3(8)(c).

3 All clerical and other services required by the Commission shall be supplied by the  
4 Secretary of Public Safety."

5 **SECTION 3.** Section 2 of this act becomes effective July 1, 2012. The remainder  
6 of this act becomes effective January 1, 2012.



**Costs to Set Up Office- Parole Case Analyst – As Of 11/9/11**

Desk (Enterprise, estimate)	\$ 1,776.00
Chair (Enterprise, FC-505-L-NAVY)	\$ 206.00
Guest Chair (Enterprise, FC-304-MB)	\$ 190.00
Table (Enterprise, FC-UT2460-MPL)	\$ 185.00
Bookcase (SKU: 35-0483-MG)	\$ 318.00
File cabinet (2 drawer)	\$ 220.00
Computer w/monitor	\$ 508.70
Surge Protector	\$ 51.65
Speakers	\$ 11.75
Printer (LaserJet)	\$ 172.50
Printer Cartridge	\$ 65.00
Phone (display, refurbished)	\$ 160.00
Dictation Equipment	\$ 489.99
Calculator	\$ 10.05
Business Cards	\$ 40.00
Bulletin board	\$ 11.75
Stapler	\$ 6.09
Staples	\$ .79
Staple Remover	\$ .35
Tape Dispenser	\$ 2.00
Tape	\$ .61
Calendar (desk pad)	\$ 1.20
Desk Calendar Base	\$ 8.90
Desk Calendar Refill	\$ 3.04
Legal Pad	\$ .80
Scissors	\$ 1.00
Paper clips (large)	\$ .56
Paper clips (small)	\$ .14
Pens (4 – 2 blk, 2 blue)	\$ 3.60
Highlighter (2)	\$ .40
Correction Fluid	\$ 1.10
Binder Clips (medium)	\$ .86
Post-It Notes (6 pack)	\$ 1.08
Waste Basket	\$ 2.36
Paper for printer (1 pack, 500 sheets)	\$ 2.84
File folders (25 folders @ .13 ea.)	\$ 3.25
Hanging File Folders (1 box)	\$ .50
Name Plate (desk)	\$ 13.86
Name Plate (door)	\$ 12.48
Letter opener	\$ 2.08
2-hole punch	\$ 9.74
New Hire orientation manual	\$ 7.99
TAP Package	\$ 2.76
<b>Total</b>	<b>\$ 4,506.77</b>

### **Costs to Set Up Office-Support Staff – As Of 11/9/11**

Desk (Enterprise, estimate)	\$ 1,695.00
Chair (Enterprise, FC-118-2-AA-801)	\$ 196.00
Table (Enterprise, FC-UT2460-MPL)	\$ 185.00
Bookcase (SKU: 35-0483-MG)	\$ 318.00
File cabinet (2 drawer)	\$ 220.00
Computer w/monitor	\$ 508.70
Surge Protector	\$ 51.65
Speakers	\$ 11.75
Printer (LaserJet)	\$ 172.50
Printer Cartridge	\$ 65.00
Phone (display, refurbished)	\$ 160.00
Dictation Equipment	\$ 489.99
Calculator	\$ 10.05
Bulletin board	\$ 11.75
Stapler	\$ 6.09
Staples	\$ .79
Staple Remover	\$ .35
Tape Dispenser	\$ 2.00
Tape	\$ .61
Calendar (desk pad)	\$ 1.20
Desk Calendar Base	\$ 8.90
Desk Calendar Refill	\$ 3.04
Legal Pad	\$ .80
Scissors	\$ 1.00
Paper clips (large)	\$ .56
Paper clips (small)	\$ .14
Pens (4 – 2 blk, 2 blue)	\$ 3.60
Highlighter (2)	\$ .40
Correction Fluid	\$ 1.10
Binder Clips (medium)	\$ .86
Post-It Notes (6 pack)	\$ 1.08
Waste Basket	\$ 2.36
Paper for printer (1 pack, 500 sheets)	\$ 2.84
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Hanging File Folders (1 box)	\$ .50
Name Plate (desk)	\$ 13.86
Name Plate (door)	\$ 12.48
Letter opener	\$ 2.08
2-hole punch	\$ 9.74
New Hire orientation manual	\$ 7.99
TAP Package	\$ 2.76
<b>Total</b>	<b>\$ 4,185.77</b>